

Applicability

This permit is required when a resident of the City wishes to construct a lateral connection to the Sanitary and/or Storm Sewer System. Typical examples of work include:

- Connecting an existing development currently on a septic system to the City's sanitary sewer system
- Connecting new development to the City's sanitary sewer system
- Connecting to the City's storm sewer system

Instructions

To apply for a sewer lateral permit, complete the Sewer Lateral Permit form by following the instructions below:

- 1) **General Information** – Provide the name, address, and phone number of the permittee and the contractor who will be doing the proposed construction work. Be sure to include the State Contractor's and City Business License Numbers.
- 2) **Project Location / Major Intersection** – Specifically describe the location of work giving the street name(s) and address(es) if possible. In addition, indicate the major cross street(s).
- 3) **Plans** – The applicant shall prepare a plan showing the proposed sewer lateral location(s) to be constructed in the public right-of-way.
- 4) **Certificate of Insurance** - Submit a certificate of insurance to the office of the Risk Manager which meets City requirements. This insurance must be maintained for the duration of the project. See the form titled: "Insurance Requirements" for working in the public right-of-way.
- 5) **Security Deposit** – The following are requirements for providing the security deposit to guarantee repair and/or replacement of any public improvements damaged during work initiated by this permit. The security deposit shall be in the amount of \$1,000, and can be submitted either as:
 - a) A **Cashier's Check** from a local bank in favor of the *City of San Jose* with no expiration date imprinted on the check.

OR

 - b) A **Certificate of Deposit**. See the Certificate of Deposit guidelines for instructions.
- 6) **Fees** – Submit a permit fee of \$375 and pay any Sewage Treatment Plant (STP), Sanitary Area and Storm Area fees that are due.
- 7) **Application Submittal** – Submit a completed application, along with the previously mentioned items to the address listed at the top of this form.